



## City of Austin - JOB DESCRIPTION



### Assistant City Auditor

<b>FLSA:</b>	Standard/Exempt	<b>EEO Category:</b>	(20) Professionals
<b>Class Code:</b>	11039	<b>Salary Grade:</b>	AH2
<b>Approved:</b>	September 26, 2005	<b>Last Revised:</b>	February 08, 2010

#### Purpose:

Under limited direction, manages multiple auditors and engagements within the Office of the City Auditor. Work also involves planning, organizing, directing, and performing a wide variety of professional auditing and non-auditing duties in order to assess the effectiveness and efficiency of operations, reliability of financial reporting, and compliance with applicable laws and regulations.

#### Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Provides responsive, high quality service to elected officials, employees, representatives of outside agencies, and members of the public by providing accurate, complete, and up-to-date information in a courteous, efficient, and timely manner.
2. Manages all aspects of audit and non audit services for assigned engagements, including: planning, budgeting, scheduling, risk assessments, preliminary audit surveys, methodologies, fieldwork, audit program, work paper review, report writing, quality assurance and presentation of results and recommendations for basic and complex engagements as applicable.
3. Manages engagements and administrative duties assigned to their teams monitoring their progress and insuring that engagements are performed effectively, efficiently and economically, and on a timely basis.
4. Prepares and/or reviews reports to insure that key operational, financial or compliance risks and issues are sufficiently supported and documented and that meaningful recommendations are developed. Also that reports are well organized, logical and clear.
5. Manages the preparation of audit and non-audit reports for completeness, quality, and compliance with GAGAS standards.
6. Formulates and recommends the development of audit techniques and procedures required by OCA to conduct engagements, address special situations and handle the changing environment. Coaches team leaders on concepts and implementation.
7. Recommends alternative approaches to interpreting and implementing auditing standards, legal and regulatory requirements, administrative requirements and policies and procedures with regard to engagements and manages their implementation.
8. Supervises the implementation of improvements in policies, procedures, operations and programs.
9. Assists or conducts oral presentations to elected officials, management, employees and the public as required. Reviews written presentations and recommends improvements in organization, logical presentation and clarity as well as content.
10. Assists in developing the OCA development plan to ensure the staff competency necessary to meet or exceed standards. Ensures that all assigned staff meet CPE required for their licenses and certifications. Manages and provides training and other developmental activities as required.
11. Assists in managing the OCA Quality Assurance Program to ensure full compliance with standards.
12. Represents the City and department to state agencies, city officials, vendors, contractors, community interest groups, and the general public. May serve on committees, associations, and task groups as assigned.
13. Maintains the credibility of the OCA, ensuring that the standards of objectivity and independence are maintained and that all staff adheres to the high ethical standards required by the profession and the City of Austin.
14. Manages office activities and office-wide improvement projects to team leaders.
15. Maintains OCA's status as a regional and national governmental auditing leader by providing leadership in professional organizations and initiatives at the local, regional and national level.
16. Leads in modeling office values and expectations with regard to ethical standards and professional demeanor.

#### Responsibilities - Supervisor and/or Leadership Exercised:

Manager- Responsible for the full range of supervisory activities including selection, training, evaluation, counseling, and recommendation for dismissal

**Knowledge, Skills, and Abilities:**

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Proficient knowledge of Generally Accepted Governmental Auditing Standards (GAGAS)

Proficient knowledge of performance measurement principles

Proficient knowledge of audit related quantitative methods

Proficient knowledge of audit project management

Proficient knowledge of City and Office of the City Auditor personnel policies and procedures and the ability to effectively apply them

Proficient knowledge of process improvement methodologies

Proficient knowledge of management principles and practices applicable to government functions, programs and processes

Effective oral and written communications skills in a local government setting

Effective leadership skills in a medium to large audit shop

Strong inner work standards

Strong decision-making skills with specific emphasis on good auditor judgment.

Strong analytical and conceptual skills

Strong interpersonal skills needed to establish and maintain good working relationships with elected officials, management, other employees and the public

Knowledge of the Institute of Internal Auditor's (I.I.A.) professional practices standard framework including: Code of Ethics, International Standards, and Practice Advisories

Knowledge of the COSO Internal Control Framework

Knowledge of customer service objectives and methodologies

Knowledge of Generally Accepted Auditing Standards (G.A.A.S.)

Knowledge of Generally Accepted Accounting Principles (G.A.A.P.)

Knowledge of Information technology concepts and with the IT best practice frameworks

Ability to maintain high ethical standards in difficult situations.

Ability to resolve issues and overcome obstacles needed to achieve objectives

Ability to treat City employees, representatives of outside agencies, and members of the public with courtesy and respect

Ability to maintain a professional presence and demonstrate sound judgment in answering questions and releasing information to insure relevant, reliable and accurate information is provided on a timely basis

**Minimum Qualifications:**

Graduation from an accredited four-year college or university with major coursework in Accounting, Business

Administration, Finance, Public Administration or a related field plus five (5) years of related experience, two (2) of which must have included management and/or supervisory experience. Master's Degree in related field (highly preferred)

**Licenses and Certifications Required:**

Licenses or Certifications Required:

Minimum of Two (2) certifications from the following:

(CGAP) Certified Government Auditing Professional, or;

(CIA) Certified Internal Auditor, or;

(CPA) Certified Public Accountant or,

(CFE) Certified Fraud Examiner, or;

(CCSA) Certification in Control Self Assessment, or;

(CISA) Certified Information Systems Auditor, or;

(CGFM) Certified Government Financial Manager, or;

(CMA) Certified Management Accountant, or;

(CFM) Certified Financial Manager, or;

A related certification subject to the City of Austin's City Auditor approval

One of the certificates must be either a:

(CGAP) Certified Government Auditing Professional, or;

(CIA) Certified Internal Auditor, or;

(CPA) Certified Public Accountant.

And, the following:

Valid State of Texas Driver's License

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.